

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 432
SECTION:	RELATIONS		
PROCEDURE:	PROFESSIONAL STAFF TRANSFERS		

BACKGROUND

The Division strives to maintain a professional staff with the desire and competence to achieve the educational goals of the Division. The placement and transfer of professional staff within the Division is an important and necessary process to achieve these goals. Professional staff shall be expected to assume periodic changes in assignment to meet the needs of the Division, provide diversity in experiences, and professional growth opportunities for all teachers. The Division, through its commitment to excellence in learning, supports the need for both teacher-requested and system-directed transfers.

PROCEDURES

1. Placement of Teachers
 - 1.1 As per section 200 (12) of the Education Act, all contracts are with the Division. Teacher contracts are not for a specific school or position.
 - 1.2 The Director/designate shall be responsible for the placement of teachers.
 - 1.3 The following factors shall be considered in the allocation and placement of teachers:
 - 1.3.1 Needs of the students;
 - 1.3.2 Educational programs;
 - 1.3.3 Needs of the Division and school;
 - 1.3.4 Experience and training of the teacher;
 - 1.3.5 Interests and career plans of the teacher;
 - 1.3.6 Extra-curricular contributions of the teacher; and
 - 1.3.7 Other considerations deemed relevant.
2. Assignments – The Principal of the school, with the approval of the Director/designate, shall assign, in consultation with members of his or her staff, specific duties and responsibilities for all teachers. Assignment of specific duties in a school will be based on teacher training, interests, and experiences and the compatibility of those qualifications with the needs of the school program. A teacher assigned to a new grade level or subject area will be supported in terms of appropriate resources as requested by the teacher and available by the Division.

3. Transfers

- 3.1 Changes in placement shall be considerate of the current circumstances for the students, school, Division and teacher. An attempt will be made to ensure that any transfer will be mutually satisfactory for the Division, school and teacher.
- 3.2 Teachers will be surveyed, by the end of February, as to their desired teaching assignment for the upcoming school year.
- 3.3 Teachers may request a transfer to another school in order to expand their experience and to enhance their professional growth. Teachers requesting a transfer shall submit a letter of request to the Director by February 28. Should a vacancy occur after the February 28 deadline interested teachers may request to be considered for such positions.
- 3.4 Principals, Superintendent of Education and Director/designate will meet prior to discuss the professional staffing needs of each school and to consider system-directed and/or teacher requested transfers of professional staff.
- 3.5 The Director/designate will attempt to accommodate teachers requesting a transfer.
- 3.6 Generally, teachers will not be transferred during their last year of teaching unless a request to transfer is initiated by the teacher.
- 3.7 The Director/designate will discuss a potential transfer and where appropriate the rationale for the transfer with the teacher and principal(s) prior to the transfer being made public.
- 3.8 When possible, the Director/designate will attempt to complete year-end transfers by May 24. However, the May 31 resignation deadline may require reassignments to be made after this date.
- 3.9 When practical, a memorandum announcing teaching vacancies within the Division will be sent to the schools before the positions are advertised. Teacher requests for transfer will be received at that time.
- 3.10 Teachers on temporary contracts are advised to discuss future employment opportunities with the Director/designate after April 1.
- 3.11 When circumstances allow, replacement and temporary positions will be filled in time to facilitate a smooth transition.
- 3.12 Teachers may be requested to assume a change in placement for reasons of educational programming, professional growth, personal circumstances and school and Division needs.
- 3.13 A teacher assigned to a new location will be supported in terms of appropriate resources as requested by the teacher and available by the Division.
- 3.14 The school principal will share staffing changes as they are able to be announced.

Reference: Sections 85, 87, 108, 109, 175, 200, 231 Education Act
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